



## KNIGHTDALE TOWN COUNCIL MINUTES

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950 Steeple Square Court, Knightdale, North Carolina 27545

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**May 16, 2012**

The Knightdale Town Council met at 7:00 p.m. at Knightdale Town Hall, 950 Steeple Square Court, Knightdale, North Carolina.

**PRESENT:** Mayor Russell Killen, Mayor Pro Tem Mike Chalk, Councilors Terry Gleason, James Roberson, and Dustin Tripp.

**ABSENT:** Councilor Jeff Eddins.

**Staff Members Present:** Clyde Holt, Town Attorney; Seth Lawless, Town Manager; Suzanne Yeatts, Town Clerk/HR Director; Fred Boone, Town Engineer; Jimmy Overton, Finance Director; Chris Hills, Planning Director; Jason Godwin, Interim Police Chief; Tina Cheek, Parks and Recreation Director; Jennifer Currin, Senior Planner.

Meeting called to order by Mayor Killen at 7:00 p.m.

### WELCOME

Welcome by Mayor Killen.

### INVOCATION

Invocation given by Mayor Pro Tem Chalk.

### ITEM I. ADOPTION OF AGENDA

**...Motion by Councilor Gleason to adopt the agenda. Motion seconded by Councilor Tripp and carried unanimously.**

### ITEM II. APPROVAL OF MINUTES

None at this time.

ITEM III. PRESENTATIONS, RECOGNITIONS, AWARDS

None at this time.

ITEM IV. PUBLIC

**Anyone may speak on an issue not included on tonight's agenda. Before speaking, please state your name and address.**

A. Open to the Public

No one approached.

B. Report on Citizen Inquiries

None at this time.

ITEM V. CONSENT AGENDA

A. Budget Amendment 2012-11

**Adopt Budget Amendment 2012-11 to reclassify expenditures, appropriate revenue for Parks and Recreation trips, increase budget for water and sewer revenues, and increase donation to East Wake Education Foundation.**

B. Arbor Day Proclamation

**Proclaim June 15, 2012 Arbor Day in the Town of Knightdale.**

C. Wake County Solid Waste Management Plan

**Approve Wake County Solid Waste Management Plan and adopt Resolution #12-05-16-002.**

D. Town Limit Signs

RES #12-05-16-001

**Adopt Resolution #12-05-16-001 authorizing the purchase and installation of new Town Limits Signage.**

**...Motion by Councilor Tripp to adopt the consent agenda. Motion seconded by Councilor Gleason and carried unanimously.**

ITEM VI. ACTIONS REQUIRING PUBLIC HEARINGS

**If you anticipate speaking during a public hearing at tonight's meeting, print your name and address on the form at the entry table. You must speak from the podium to assure accurate record of testimony. Large groups are asked to designate a spokesperson. If the Mayor announces**

**that the hearing is a quasi-judicial public hearing, all speakers must be administered an oath by the Town Attorney.**

Proposed Financing

Town Park Project and Town Hall and Public Safety Center Improvements

Public hearing opened at 7:04 p.m.

Jimmy Overton, Finance Director, presented financing information regarding the Town Park project and improvements to the Town Hall building and Public Safety Center. Mr. Overton recommended awarding the installment purchase contract to Sun Trust Bank for 15 years at 2.33% with no prepayment penalty.

No one approached.

Public hearing closed at 7:17 p.m.

**...Motion by Mayor Pro Tem Chalk to award installment purchase contract to Sun Trust Bank for 15 years at 2.33% with no prepayment penalty. Motion seconded by Councilor Gleason and carried unanimously.**

ITEM VII. SET PUBLIC HEARINGS

Fiscal Year 2013 Budget Ordinance

Finance Director Jimmy Overton requested scheduling a public hearing for the fiscal year 2013 budget June 4, 2012.

**...Motion by Councilor Roberson to set a public hearing for June 4, 2012 to hear public comment on the proposed budget ordinance for the fiscal year ending June 30, 2013. Motion seconded by Mayor Pro Tem Chalk and carried unanimously.**

ITEM VIII. TOWN ATTORNEY

Public Records Policy

Town Attorney Clyde Holt presented a draft Public Records Policy noting the primary purpose of the policy being employee education and ensuring proper method of communication with citizens in regards to requests for public records.

Mr. Holt recommended that Council and staff review the proposed policy and allow public comment before adopting a policy at the June 20, 2012 Town Council meeting.

Mayor Killen suggested that Council consider a Public Information Officer position and spoke about the various duties such a position would be responsible for.

Town Manager Seth Lawless noted additional duties that the Town could benefit from hiring a Public Information Officer.

Council instructed staff to provide information regarding qualifications, job description, and salary for a Public Information Officer position.

ITEM IX. OLD BUSINESS

Nothing at this time.

ITEM X. NEW BUSINESS

A. CLH Park Design Contract Amendment

Fred Boone, Town Engineer, explained the need to amend the design contract at an additional cost of \$5,000 due to offsite storm water capture and answered questions.

**...Motion by Councilor Tripp to authorize the Town Manager to execute the proposal for the additional storm water design from CLH. Motion seconded by Councilor Roberson and carried unanimously.**

B. Street Sweeping Maintenance Contract

Town Engineer Fred Boone presented bids for street sweeping services and recommended awarding the contract to American Road Conservation.

**...Motion by Councilor Gleason to authorize the Town Manager to enter into an agreement with American Road Conservation upon the draft of the contract by the Town Attorney. Motion seconded by Mayor Pro Tem Chalk and carried unanimously.**

ITEM XI. OTHER BUSINESS

None at this time.

ITEM XII. COMMITTEE REPORTS

A. Planning and Engineering

Councilor Gleason reported discussion of an Appearance Committee.

B. Finance

Mayor Pro Tem Chalk reported continued work on next year's budget and the need for an additional committee meeting prior to June 4, 2012.

C. Public Safety

No report.

D. Nominating

No report.

E. Liaison Reports

Councilor Tripp reported that Market in the Park will start May 24, 2012 followed by Dancing in the Park on May 31, 2012.


ITEM XIII. CLOSED SESSION FOR LEGAL OR PERSONNEL MATTERS

None at this time.

ITEM XIV. ADJOURNMENT

**...Motion by Councilor Roberson to adjourn at 7:41 p.m. Motion seconded by Mayor Pro Tem Chalk and carried unanimously.**

  
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Mayor Pro Tem Mike Chalk

  
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Town Clerk Suzanne M. Yeatts